

## **SECTION J**

### **ATTACHMENT J-2**

#### **POSITION QUALIFICATIONS**

All position qualifications, except those listed below, may be found in the "Handbook of Occupational Outlook," 1996 Edition dated January 1996. This book may be found at local libraries or you may contact JIST Works, Inc., 720 North Park Avenue, Indianapolis, IN 462023421, Telephone No. (317)2643720; Email JISTWorks@AOL.com for information.

All position qualifications, unless otherwise stated, shall require an applicable Bachelors degree from an accredited college or university and a minimum of three years experience, or equivalent experience (6 years).

##### Program Manager

B.S. or equivalent degree in engineering or science from an accredited university or college and a minimum of ten years relevant work experience at the senior program level is required. An advanced degree in business or public administration or equivalent experience is highly desirable. Requires the demonstrated ability to manage the overall project and have previously served in a senior position with extensive experience as program manager of a major Government/Commercial support services contract. Demonstrable, relevant understanding of the Federal budgetary process and performance accountability is essential.

##### Project Manager

B.S. or equivalent degree in engineering or science from an accredited university or college and a minimum of five years relevant work experience at the senior program level is required. An advanced degree in business or public administration or equivalent experience is highly desirable. Requires the demonstrated ability to manage a major segment of the overall project effort and has previously served in a senior position with extensive experience as a project manager of a major Government or commercial support services contract. Demonstrable, relevant understanding of the Federal budgetary process and performance accountability is essential. Training or experience in pollution prevention is highly desirable. DOE project or program management experience is preferred.

##### Senior Radioactive Waste Management Specialist

B.S. degree in engineering (mechanical, chemical, mining, civil, or nuclear) with at least ten years experience in senior engineering positions dealing with mixed or nuclear waste management is

required. An advanced engineering degree in the disciplines specified above can be substituted for two years experience. Demonstrated knowledge of practices and principles applicable to nuclear and hazardous waste management activities is required. Familiarization with waste management/treatment for hazardous, High-level Waste, Transuranic Waste, Mixed-low level Waste, and Low-level Waste is required. Experience with nuclear regulatory processes and DOE requirements is desired.

#### Radioactive Waste Management Specialist

B.S. degree in engineering (mechanical, chemical, mining, civil, or nuclear) with at least five years experience in senior engineering positions dealing with mixed or nuclear waste management is required. An advanced engineering degree in the disciplines specified above can be substituted for two years experience. Requires a knowledge of practices and principles applicable to radioactive and hazardous waste management activities. Familiarization with waste management/treatment for hazardous, High-level Waste, Transuranic Waste, and Low-level Waste is required. Experience with nuclear regulatory processes and DOE requirements is required.

#### Senior Engineer/Scientist

B.S. degree in engineering or science and a minimum of five years experience performing research and analysis is required. Must have demonstrated familiarity with program/project financial and management principals and an understanding of the environmental management business areas. Requires specific knowledge in the area of federal budget formulation and execution and performance measurement including progress tracking. Knowledge in the area of DOE Environmental Management budget formulation and execution and performance measurement including progress tracking is desirable. Training or experience in pollution prevention is also desirable.

#### Engineer/Scientist

B.S. degree in engineering or science and a minimum of three years experience performing research and analysis is required. Must demonstrate familiarity program/project management principals and an understanding of the environmental management business areas. Specific knowledge in the area of federal budget formulation and execution and Performance measurement including progress tracking is essential. Knowledge in the area of DOE Environmental Management budget formulation and execution and performance measurement including progress tracking is desirable.

#### Senior Spent Nuclear Fuel Specialist

B.S. degree in engineering (mechanical, chemical, mining, civil, or nuclear) with at least ten years experience in senior engineering positions dealing with spent nuclear fuel is required. An

advanced engineering degree in the disciplines specified above can be substituted for two years experience. Demonstrated knowledge of practices and principles applicable to spent nuclear fuel management is required. Familiarization with spent nuclear fuel treatment, packaging, storage, transportation, and disposal requirements is required. Experience with the nuclear regulatory processes and DOE requirements is desirable.

#### Spent Nuclear Fuel Specialist

B.S. degree in engineering (mechanical, chemical, mining, civil, or nuclear) with at least five years experience in senior engineering positions dealing with spent nuclear fuel is required. An advanced engineering degree in the disciplines specified above can be substituted for two years experience. Demonstrated knowledge of practices and principles applicable to spent nuclear fuel management is required. Familiarization with spent nuclear fuel treatment, packaging, storage, transportation, and disposal requirements is required. Experience with the nuclear regulatory processes and DOE requirements is desirable.

#### Nuclear Regulatory Licensing Specialist

B.S. degree in engineering or scientific discipline with at least ten years experience in senior positions dealing with the Nuclear Regulatory Commission (NRC) is required. An advanced engineering degree in the disciplines specified above can be substituted for two years experience. Demonstrable knowledge of nuclear regulatory requirements and the regulatory and licensing legal process is required. Familiarization with the requirements for the storage of spent nuclear fuel is desired.

#### Senior Environmental Restoration Specialist

Must possess a B.S., B.A., or equivalent degree from an accredited college or university and five years relevant work experience. A relevant advanced degree is desirable. Requires the capability to thoroughly understand existing and planned regulatory requirements associated with the maintenance of the safety and health of the workers and public around an environmental work site. Must be able to assimilate and assist in resolving conflicting viewpoints that may exist between the Government and Stakeholder groups.

#### Environmental Restoration Specialist

Must possess a B.S., B.A., or equivalent degree from an accredited college or university and three years relevant work experience. A relevant advanced degree is desirable. Requires the capability to thoroughly understand existing and planned regulatory requirements associated with the maintenance of the safety and health of the workers and public around an environmental work site. Must be able to assimilate and assist in resolving conflicting viewpoints that may exist between the Government and Stakeholder groups.

Environmental Protection Specialist

Bachelor's degree in engineering or another technical/scientific field and at least five years experience with the Resource Conservation and Recovery Act (RCRA), National Environmental Policy Act (NEPA), Toxic Substances Control Act (TSCA), Clean Water Act (CWA), Clean Air Act (CAA), Occupational Safety and Health Act (OSHA), or related permitting and licensing procedures. Demonstrated ability to analyze, perform, and direct environmental impact statements and environmental assessments of waste treatment, storage, and disposal activities. A minimum of two years experience in the preparation of environmental regulations and permitting and licensing requirements are required. In addition, experience in presentations before regulatory bodies is desirable.

Senior Systems Analyst

B.S. degree and a minimum of ten years experience as a computer systems analyst is required. Must have demonstrated experience in concept design, testing, validation, coding, and documentation, preferably in the areas of large and complex information systems; interactive computer systems access languages, at least five years of experience supervising junior computer systems analysts or at least three years of experience in managing or directing interdisciplinary tasks or projects.

Systems Analyst

B.S. degree and a minimum of five years of experience as a systems analyst or programmer is required. The most recent three years of experience must be as a systems analyst working with large complex data systems similar in size and complexity to the Statement of Work. Must have demonstrated successful experience in the areas of design, implementation, and testing of large scale multi-user computer information and retrieval systems; writing system specifications and documentation; and design of an information system to support financial and program management requirements. Experience in object oriented CASE tools, C++, Sybased, or Clipper is required.

Senior Program Analyst

Must possess a B.S., B.A., or equivalent degree from an accredited college or university and five year relevant work experience. An advanced degree in a related field, or equivalent work experience, is highly desirable.

Program Analyst

Must possess a B.S., B.A., or equivalent degree from an accredited college or university and three

year relevant work experience. An advanced degree in a related field, or equivalent work experience, is highly desirable.

#### Financial Systems Analyst

Requires an advanced degree in computer sciences, information systems, engineering, or related field. Must have three years of demonstrated experience as a computer systems analyst which included concept design testing, validation, and documentation, (preferably in the areas of large and complex financial information systems); computer structured design techniques, data base concepts and design, on-line data entry, and a variety of statistical packages. Must have two years experience in managing or directing interdisciplinary tasks of projects with demonstrated supervisory responsibility.

#### Senior Budget Analyst

Requires a Masters Degree in Business Administration with an undergraduate degree in accounting, financial management or a related field. Must have five years demonstrated experience in managing budget formulation processes and one year demonstrated experience managing budget execution processes for large private firms or federal agencies. Experience with the Department of Energy budget processes desirable. Must have knowledge of and hands-on experience in Risk-Based Budgeting and Performance-Based budgeting.

#### Quality Assurance Specialist

B.S. degree in engineering or science with at least five years experience in quality assurance at the senior level is required. Requires knowledge in fundamentals of science and engineering as related to environmental restoration. Relevant experience in American National Standards Instituted/American Society of Mechanical Engineers= Nuclear Quality Assurance-1 (NQA) is preferred. Must have an understanding of NQA-1 principles of QA as applied to waste management program activities such as 10 CFR 50 Appendix D, 10 CFR 72, 10 CFR 71, and DOE Order 5700.6b, Quality Assurance. Requires knowledge of DOE requirements and Federal regulations related to waste management, including Environmental Protection Agency and Nuclear Regulatory Commission regulations.

#### Training Specialist

B.S. degree in either engineering, education, psychology or human factors along with at least ten years training experience. Must have demonstrated experience in the design, development, delivery (media selection), evaluation and presentation of training materials in the classical classroom setting in addition to distance learning via video conferencing.

Communications Specialist

Bachelors degree in English, communications, journalism, public affairs, or a similar field is required. Requires five years relevant experience in public outreach, communications, or facilitation and moderation of public meetings.

Technical Writer/Editor

B.A. degree in English, communications, journalism, public affairs or a similar field is required. Requires five years relevant experience in the preparation and editing of technical and non-technical reports and other similar types of documents. At least three years of professional experience in writing/editing is desirable.

Computer Graphics Specialist

Requires five years relevant experience in the preparation of graphics presentations and briefings (i.e., illustrations, figures, dimensional charts, etc.) plus those documents (such as plans, manuals, budgets, position papers, etc.) depicting various technical data which includes work flow, technology processes, and mechanical views. At least three years of professional experience in desktop publishing and word processing is required. Demonstrated experience in developing concepts, designing illustrations, and coordination with the author(s) of graphic requirements in government and commercial entities is desired.

Administrative Specialist

Requires at a minimum a high school diploma or GED and two years of formal or practical training or experience in areas such as computer programming, information management systems, graphics, cost estimating, inance, business, or administration. Minimum work experience of two years is required. An Associate of Arts Degree, or equivalent, may be substituted for the two years experience.

Word Processor

Must have at least a high school diploma/GED. Three years experience with proven performance in a demanding word processing environment. Demonstrated experience and proficiency in all aspects of WordPerfect 5.1 through 6.1, Mircosoft Word 7.0 and Word for Microsoft Office 97, desktop publishing, and electronic spread sheets.